



DISTRICT OF COLUMBIA
Office of Administrative Hearings
One Judiciary Square
441 4th Street, NW, Suite 450N
Washington, DC 20001-2714
Tel: (202) 442-9094 • Fax: (202) 442-4789
Email: oah.filing@dc.gov



Student Name: _____

School Attending: _____

Student ID #: _____

REQUEST FOR AUDIO RECORDING OF HEARING FOR DCPS CASES

I request a copy of the audio recording of the hearing held by the Office of Administrative Hearings (OAH) for the above referenced matter. **PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS YOUR REQUEST.**

Hearing Date:	
Hearing Room Number (if known):	
The presiding Administrative Law Judge:	

Audio recordings of DCPS hearings will be provided at no cost to the parent. Positive identification is required. Only the parent, eligible student (or legal representative), DCPS officials may request a recording.

Please provide you information below. OAH will contact you when the recording is ready for pick-up.

Name of Person Submitting the Request

Firm/Office/Business (if applicable)

Address

Telephone Number

City

State

Zip Code

Email Address

☐ **By checking this box, I consent, according to OAH Rule 2841.16, to receive orders or any other documents issued in this case by email.**

The Office of Administrative Hearings (OAH) uses a digital recording application/program FTR to record all hearings. In order to playback your hearing(s), you must have a PC or laptop with internet access. For recommended system requirements, please refer to www.fortherecord.com. FTR player plus™ is an audio playback program that's available as a free download from the FTR website (www.fortherecord.com) for those who need to playback an audio recorded hearing by OAH.

For Clerk's Office Use Only:

**Signature of OAH Staff Member
Confirming Identification**

Date: _____